



Foreign Affairs Manual

14 FAH-4 — Diplomatic Pouch and Mail Handbook

Change Transmittal: DPM-9

Date: January 20, 2012

14 FAH-4 H-310 OUTGOING OFFICIAL MAIL

Major Changes

1. This Change Transmittal issues the following revisions to 14 FAH-4 H-310:
 - **14 FAH-4 H-311.3, Return Address for Department of State Offices:** Mail without proper return and delivery addresses runs a risk of not reaching its final destination;
 - **14 FAH-4 H-312, Postage Meters:** The lease/rental, purchase, and official postage are post responsibility, and are to be used to meter official mail only. The use of officially procured metering equipment and funds for use on personal mail is prohibited by law; and
 - **14 FAH-4 H-316, Delivery Confirmation (PS Form 152):** USPS Delivery Confirmation is the Department's primary and most cost-effective method of mailing items that require confirmation of delivery to the intended address. Delivery Confirmation service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. Delivery Confirmation service is available only at the time of mailing. No copy of the receipt is retained by the Post Office, and the customer is given the only paper copy of the receipt to retain for their records. Delivery Confirmation service does not include insurance. Some statutes and regulations governing the mailing of documents with legal significance may require the use of Certified Mail or Registered Mail rather than Delivery Confirmation.
2. **Crosswalk for 14 FAH-4 H-310:**

From Prior Issuance	To Current Issuance
316, Recognizing Reportable Mail Delays	317, Recognizing Reportable Mail Delays

3. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
5. The office responsible for the material in this subchapter is the Bureau of Administration's Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAH-4 H-310 (CT:DPM-2; 05-06-2009) and insert revised subchapter 14 FAH-4 H-310 (CT:DPM-9; 01-20-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:DPM-9, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.